

29 SEP 1972

Approved For Release 2002/08/26 : CIA-RDP74-00390R000300350002-5

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MEMORANDUM FOR: CIA, Records Administration Officer

SUBJECT : Annual Paperwork Awards - 1972

1. Today, the National Archives and Records Service, GSA (for AREA) will mail a letter to the following individuals and their Agencies notifying them of the 1972 Ceremony to honor these awardees:

SPECIAL AWARDS

Richard D. Brown
Col. David R. Coggins
Thyle H. Nielsen
William Noonan
Richard H. Graham
Gerald C. Quinlan
Stanley Kazday

Office of Secretary of Defense
Department of Air Force
Atomic Energy Commission
ACTION

Veteran's Administration

INDIVIDUAL CITATIONS

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William E. Brown
Lois M. Gifford

*

Emanuel M. Kline
James A. Mague

Commander Stephen R. Ruth
Dennis J. Schneider
Edward A. Zacha

Department of State
Defense Supply Agency
Central Intelligence Agency
Selective Service System
Department of H. E. W.
D. I. A.
Department of Navy
U. S. Postal Service
G. S. A.

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GROUP CITATIONS

Betty F. Berthold

Civil Service Commission

P. Kent Bailey

Diana Erceg

Priscilla Hollaway

Department of Treasury

Ross Thomson

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2. Last year Mr. [] of CIA received a special award and [] represented the Agency, in Col. White's place, at the ceremonies. The awardee, spouse, and Agency representative received complimentary tickets. In earlier years [] were so honored. The Agency always has had a sizable group of interested individuals and Records Management Officers who bought tickets and attended.

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3. The AREA officials and NARS have asked me to handle some of the tickets in CIA this year. If you have no objection, I will notify the Senior Records Officers of this up-coming Award Luncheon and the availability of tickets.

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4. For your information attached is a copy of last year's Program Booklet with a brief note on [] award. Also enclosed is an announcement of this year's luncheon on Wednesday, 18 October. I am told the featured speaker is from the White House Staff. The President usually sends a message to the ceremonies. Please call me on extension [] if you want any tickets. I will have to close the sales and make returns by 12 October.

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Attachments: As Stated

Eighth Annual

FEDERAL PAPERWORK MANAGEMENT AWARDS LUNCHEON



"In recognition of distinguished work in the United States Government exemplifying in an outstanding manner the highest characteristics of public service through paperwork improvement and simplification."

Toastmaster

HAROLD J. KOENIG

President

Association of Records Executives and Administrators



Awards Presentation

HON. ROD KREGER

Deputy Administrator, GSA



Luncheon Address

DAVID R. YOUNG

Spec. Ass't. on Nat'l Security Council Staff

and

Member, Interagency Classification Review Committee

SPECIAL HONORS TO THE UNITED STATES
BY THE JOINT ARMED FORCES COLOR GUARD

Join with us in honoring thirty four nominees from eighteen agencies
for excellence in the war against Federal paperwork proliferation.

DATE: Wednesday, October 18, 1972

TIME: Social Hour, 11:30 - Luncheon, 12:15

PLACE: Washington Hilton Hotel

International Ballroom East

PRICE: \$6.50 (including gratuities)

For Tickets-Please Contact: _____

Seventh Annual
**FEDERAL
GOVERNMENT
PAPERWORK
MANAGEMENT
AWARDS**

Seventh Annual Presentation Reception

WASHINGTON HILTON HOTEL
Washington, D.C.
WEDNESDAY, NOVEMBER 10, 1971

ABOUT AREA -- YOUR HOST

The Association of Records Executives and Administrators (AREA) is an organization with chapters in New York City and Washington, D. C., and members-at-large throughout the world.

The objectives and purposes of this organization are:

- to promote and foster the improvement of records administration through study, education, and research;
- to advance professional knowledge and techniques by sharing experience and information in the records management field;
- to develop and advance standards of professional competence in the records management field.

AREA's National Headquarters is in New York City.

AREA
P. O. Box 4259
Grand Central Station
New York, N. Y. 10017

IN APPRECIATION

For seven years excellence in Federal records management has been highlighted and recognized at these luncheons. Each year new examples of noteworthy achievements have served to broaden our own horizons of what can and ought to be done.

We feel that the benefits have been far reaching and are representative of the often unsung contributions to efficient Government being made by highly dedicated professional public servants.

AREA is grateful for the privilege of honoring those who have distinguished themselves through resourcefulness in developing simplified paperwork processes.

DUDLEY F. JUDD

International President
Association of Records Executives
and Administrators

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

AWARDS LUNCHEON PROGRAM

SPECIAL AWARDS BOARD

Presiding as Luncheon Toastmaster

JOHN L. PRICE
Manager, Reference Systems Division
Standard Oil Company (New Jersey)
New York City, N. Y.

DUDLEY F. JUDD
International President
Association of Records Executives
and Administrators

GEORGE A. ROLL
Staff Vice President & Corporate Secretary
AMF Incorporated
New York City, N. Y.

Luncheon Address

GEORGE J. MARTIN
Vice President, Services Division
First National City Bank
New York City, N. Y.

Honorable
DWIGHT A. INK
Assistant Director
Office of Management and Budget
Executive Office of the President

Presentation of Awards

HAROLD J. KOENIG
Vice President, AREA, &
Assistant Archivist for
Records Management
National Archives & Records Service
General Services Administration

C I T A T I O N

"In recognition of distinguished work
in the United States Government
exemplifying in an outstanding man-
ner the highest characteristics of
public service through paperwork
improvement and simplification."

CITATIONS

Individual Citations

ROBERT S. COCHRAN
Department of the Army

Lt. Col. HARRY R. MANKINS
Department of the Air Force

Miss REBECCA R. McCOY
Department of Transportation

Miss NORMA E. RESNICK
Small Business Administration

HERMAN C. SLASKI
Department of the Treasury

MURLE A. WHITTINGTON
Department of Justice

Group Citations

OTTO D. HAVELAND
BOLTON L. PIERCE, Jr.
Department of the Navy

HAROLD HOOPER
BOBBY DOVE
MINOS GEORGARAKIS
Library of Congress

SPECIAL AWARDS

FERDINAND J. BARTILUCCI
Veterans Administration

WILLIAM J. BERAN
Department of Defense (DSA)

CECIL B. MATTHEWS
Department of Commerce

LOREN L. RADEMACHER
U. S. Atomic Energy Commission

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[redacted]
Chief Systems Administrator
Central Intelligence Agency

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In his capacity as Chief Systems Administrator, [redacted] has directed an organization responsible for the implementation of automatic data processing support to various significant areas of CIA. He has served as technical advisor in developing and evaluating machine policy and application, and represented the Agency on ADP application and consultations with certain foreign intelligence services, and he has been highly effective in negotiations with commercial companies and agencies in the Intelligence Community.

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He has redirected a major project for the mechanization of a large index in order to perform name traces by computer. In this effort he has guided the development, programming, and testing of a major computer system. The prototype system concerned with name tracing is designed to be expanded to accommodate an index in the millions. It is a pioneering effort in that name spelling variations are routinely searched and the names processed.

The automated index will relieve name tracers of a tedious clerical chore and provide a higher quality search. Successful completion of the prototype index will represent a breakthrough, and will be emulated by U. S. and foreign agencies which perform tens of thousands of name checks daily.